

[? Help](#)

Job details

Job 1 of 1

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Those interested are invited to submit their resume with cover letter detailing relevant experience, copies of their last two performance evaluations, and time history report (prime variance only) for the last two (2) years.

Materials should be sent to:

Idefonso Cardenas
Residential Treatment Services Bureau
9150 East Imperial Highway
Downey, CA 90242
562-940-2874
Idefonso.Cardenas@probation.lacounty.gov

All materials submitted will be reviewed and only the most qualified candidates will be invited for an interview.

Desirable Qualifications

- Broad knowledge of the Probation Department.
- Excellent written, verbal, and analytical skills.
- Strong organizational skills and ability to manage multiple tasks.
- Ability to collaborate with staff at all levels.
- Demonstrated strength in interpersonal skills.
- Ability and willingness to travel on County Business and to work flexible hours when necessary.
- Knowledge of (or willingness to learn) the computer database programs used by the Adult and Juvenile bureaus, such as CCHRS, APS, JAI, PCMS, AND PEDMS.
- Highly proficient in various computer programs, such as Microsoft

Word, Excel and Access.

Duties

- Assisting the Regional Manager with the day to day tasks and duties of the operation. This includes the coordination of inter-departmental and county-wide meetings and conferences. Assisting in creating, photocopying, distributing, emailing, faxing, and mailing memoranda and reports to the staff members assigned to the region and Executive Staff Members on a daily basis.
- Relieves Regional Manager of routine personnel, budget, and other operating details such as scheduling, timekeeping, and contacting the Department of Human Resources, and other departments.
- Keeps track of the execution of plans, improvements, and projects initiated by the Regional Manager and recommends improvements in departmental procedures.
- Maintaining several statistical tracking reports, and ensuring that all work assignments issued by the Regional Manager are completed and submitted by the staff members when due.
- Screens telephone calls, furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the Regional Manager.
- Ensuring that the Regional Manager's calendar is up to date, reviews all incoming mail, and replying to correspondence with minimal instruction.
- Completing projects independently at the direction of the Regional Manager.
- Acts as intermediary between Regional Manager and staff members, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the Regional Manager's absence.
- Completing and processing supply orders and other requests, both in writing and verbally.
- Acting as a liaison between the Regional Manager and other offices and departments.
- Preparing inter-office memoranda, notices, and bulletins, with or without dictation.
- Gathering data and compiling information for monthly reports and special statistical reports.
- Monitoring information and reports submitted by staff members to ensure their accuracy and completeness.
- Using various PC applications, including Microsoft Word, Excel and Outlook.
- Performing other duties as required, such as supervising lower level staff.

**Vacancy
Information**

The vacancy is at the following locations:

Challenger Memorial Youth Center
5300 W. Avenue I
Lancaster, CA 93536

And or Antelope Valley Area

***THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION**

Available Shift

Day

Contact Name

Ildfonso Cardenas

Contact Phone

562-940-2874

Contact Email

Ildfonso.Cardenas@probation.lacounty.gov

Job Field

Secretarial

Job Type

Administrative Support

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